The OECD is an international organisation based in Paris with some 2000 staff. We are looking for an experienced person to manage the newly created 'Procurement and Contract Management' Division of EXD (EXD/PCM), with the objectives of establishing professional procurement capabilities for the whole of the Organisation, responding effectively to the different business needs of Programme managers, and strengthening the monitoring and control of the delivery of contracted services. This person will work under the guidance of the Executive Director.

The job...

1. Implement a modern procurement strategy that is consistent throughout the Organisation, meets its business needs and consistently delivers best value for money. Determine the appropriate segregation of roles and responsibilities and internal controls, in close collaboration with the Head of Budget and Finance and the Head of Internal Audit. Present proposals on future strategic orientations.

2. Manage the staff of the Division; build and develop team competencies via training and coaching with a view to raising the professional profile of the services provided.

3. Plan and manage all procurement activities, ensuring that contracts and purchase orders are awarded properly, that financial rules are respected, and that OECD’s assets are safeguarded. Define the procurement strategies most appropriate to the needs of requestors. Review contracts and amendments and approve waivers from competitive purchasing; assume responsibility for signature up to a predefined threshold and co-ordinate the submission of all other files above and beyond this threshold to the Contracts Committee.

4. Develop and implement consultation processes, as appropriate; ensure that they are timely and of high-quality, that they allow for sufficient upstream analysis and correctly reflect programme requirements. Lead negotiations with potential suppliers or service providers, and resolve practical or policy issues which may arise during the evaluation of tenders.

5. Monitor and control the delivery of centrally-procured services provided by third parties. Supervise the administration of contracts; ensure that the services procured are delivered in conformity with contractual terms and quality specifications, and that they fully meet the requirements of the Organisation. Resolve contractual disputes and claims. Develop an outsourcing policy, setting criteria for assessing the desirability of outsourcing certain support functions.
6. Ensure good liaison with senior and technical managers in client Directorates and Services on all issues related to procurement planning and execution. Perform regular assessment of client satisfaction. For intellectual services purchased by Directorates and Services, provide support and guidance to Programme Managers; centralise information available about these contracts in order to provide an overall view at the Organisation level.

7. Co-ordinate the preparation of all files to be presented to the Contracts Committee; participate in the Committee meetings and supervise the associated Secretariat function. Regularly prepare and present reports on the activities and achievement of the Division. Supervise the organisation and secretariat of Procurement Board meetings.

8. Ensure effective financial planning and management of the operating budget and, where possible, establish multi-year spending plans. Supervise the computerised tracking of purchase transactions, the preparation of requests for payments, the filing of all documents subject to auditing, and the preparation of activity statistics and evaluation of performance. Establish well-documented rules and procedures. Promote the use of standard purchasing frameworks and computerised workflow management and tracking systems.

9. Contribute to the management of the Executive Directorate as a whole, and assist the Executive Director, as appropriate.

The person we are looking for should have...

1. A university degree with a specialisation in business administration, procurement management or other related field. Minimum ten years' business experience, in either the public or private sectors, managing procurement activities, analysing market opportunities, elaborating contractual frameworks and conducting business negotiations. Knowledge of the French legislation related to procurement would be an advantage.

2. Proven leadership and people management skills. The ability to motivate staff and train others in the implementation of new rules and work methods.

3. The ability to communicate clearly and persuasively to command attention, establish credibility, and gain influence. Excellent negotiating and presentational skills. High degree of integrity.

4. Keen sense of client-service with the capacity to be diplomatic and yet firm. Demonstrated track record of meeting performance criteria, including strict adherence to budgets.

5. Resilience, perseverance and drive. The ability to work effectively in a pressurised multi-cultural environment.

6. Strong information technology skills.

7. Excellent knowledge of both official languages (English and French).

We are an equal opportunity employer and encourage applications from female candidates.

Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2001)064 and be sent via our on-line application form on www.oecd.org/hrm by 2 August 2001.

Only candidates selected for interview will be contacted.

For more information on OECD and our recruitment, please see www.oecd.org